

## ***Division of Behavioral Health Services***

### ***Bureau of Compliance***

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**TO:** T/RBHA CEOs and Medical Directors

**FROM:** Jennifer Vehonsky  
Acting Division Chief, Bureau of Compliance

**SUBJECT: POLICY CLARIFICATION: Notice Requirements for Denial of Continued Stay for Inpatient Services**

**DATE:** June 20, 2006

This memorandum is intended to clarify the responsibilities of Regional Behavioral Health Authorities (RBHAs) in meeting the Arizona Department of Health Services/Division of Behavioral Health Services (ADHS/DBHS) policy requirements regarding Provider Manual Section 5.1, Notice Requirements and Appeal Process for Title XIX/XXI Eligible Persons.

Provider Manual Section 5.1, Notice Requirements and Appeals Process for Title XIX/XXI Eligible Persons, requires that a Notice of Action be sent at least ten days prior to the date of termination, suspension or reduction of prior authorized services. However, AHCCCS has recognized the need for an exception to this requirement regarding the denial of the continuation of inpatient services.

ADHS/DBHS has determined that RBHAs and all subcontracted providers will only be required to give two day advance notice to enrolled persons for the termination of non-emergency inpatient services as a result of the denial of a continued stay request. This will shorten the ten-day advance notice timeframe, yet will still provide the enrolled person a reasonable amount of time in which to file an appeal and/or request the continuation of inpatient services.

This change is effective on June 16, 2006. Provider Manual Section 5.1, Notice Requirements and Appeal Process for Title XIX/XXI Eligible Persons, is in the process of being finalized and will incorporate this new exception.